

Faith Equestrian Therapeutic Center Manual For Volunteers, Staff, Instructors, Guests and Employees

Welcome to Faith Equestrian Therapeutic Center (FETC)

Mission

Improve the quality of life for individuals with special needs through the power of the horse

Vision

Individuals with special needs thrive in society

Values

We honor God by using the power of the horse to help others.

We believe that the horses entrusted to our care are sentient beings; we treat them with respect, and we consider their health and happiness our top priorities.

We view the participants in our Equine Assisted Activities and Therapies as individuals; we do not define them by their special needs.

We believe that integrating individuals with special needs into the community improves our community.

We respect the parents, guardians, caregivers and friends in their roles as advocates for individuals with special needs.

We treat our volunteers and staff with respect; we recognize that they are the driving force of our organization.

Services

We offer mounted Therapeutic Riding lessons and Ground Work.

Who We Serve

Faith Equestrian Therapeutic Center Inc. provides therapeutic horseback riding lessons to children and adults with physical, mental and emotional barriers. We offer equine assisted activities to the individuals without regard to race, color, creed or financial need. Our students benefit not only from the weekly lessons that Faith Equestrian provides, but also from the relationship they develop with the horse, the certified instructional staff and the trained volunteers.

What is Therapeutic Riding?

Therapeutic riding is an equine-assisted activity for the purpose of contributing positively to the cognitive, physical, emotional and social well-being of individuals with special needs (Pathintl.org).

Rider Policies

Eligibility

Age Policy

The minimum age is 4 years old for therapeutic riding lessons, there is no maximum age limit as long as the person can meet the below criteria.

Weight Policy

Therapeutic riding may be considered contraindicated if:

1. The volunteers are unable to safely manage the participant in any situation, including an emergency dismount.
2. The safety of the horse is compromised during any mounted activities.
3. The participant falls above the maximum weight limit which is 175 lbs. Some exceptions will be made on an individual basis by the instructor. Some factors that may determine this are the cognitive skills, balance, mobility, etc. of the rider.

Ineligibility / Who We Do Not Serve

Each applying participant will be assessed by an instructor to determine whether they qualify for therapeutic riding. Based on the following criteria an instructor has the right to disapprove an applicant:

1. Does not meet the above weight and/or age criteria.
2. After assessing other factors such as cognitive skills and balance, the instructor may believe that riding is contraindicated.
3. If a doctor advises against riding.
4. If the applicant falls under the PATH list of contraindications.
5. If the instructor believes the applicant will not benefit from therapeutic riding or that they are capable of typical riding lessons.

Absence Policy

Riders Policy

Classes are held weather-permitting, if there is thunder or lightning, or if the daytime temperature is extreme heat or extreme cold, classes will be cancelled and continued the following week. If a participant is absent, there is no make-up class, make-up classes are scheduled only when FETC cancels for non-weather related reasons. If a participant is continually absent without proper cancellation a discussion will be started to try to resolve the issue. If the participant misses more than 25% of the lessons in a given session and receives Tuition Assistance from FETC, that participant will be placed on probation for a session to see if the attendance picks up before removing that person from receiving any assistance. Riders may re-apply for Tuition Assistance after they have successfully (no more than 25% missed) attended another session.

Volunteers Policy

While we appreciate our volunteers and would not be able to operate FETC without them, we ask that volunteers notify the Program Director or Volunteer Coordinator at least 24 hours in advance if they know they cannot make a lesson they are signed up for. This allows FETC time to find a volunteer replacement. If continued absence becomes an issue with our ability to safely run lessons the volunteer may be asked to take on a different role or dismissed from the program (see Volunteer Dismissal policy).

Cancellation Policy (Riders and Volunteers)

Classes are held weather-permitting, if it is raining or rain is imminent, or if the daytime temperature is extreme heat or extreme cold, classes will be continued the following week. If a participant is absent, there is no make-up class, make-up classes are scheduled only when FETC cancels for non-weather related reasons. Because a number of volunteers commit their time to ensure a safe ride, we request 24 hours notice when a participant knows they will be absent.

If the participant is unable to make it a certain week please call 912-728-3728 or e-mail programs@faithetc.org at least 24 hours before the lesson so the staff is able to make volunteer adjustments.

Discharge Policy

Discharge of Participant

If, at any point in the participant's active enrollment at FETC, the instructor believes that therapeutic riding is no longer applicable to the participant, the instructor has the right to discharge the participant.

The following are some of the factors that may lead to being considered ineligible:

1. Participant no longer meets the weight limit.
2. Participant no longer benefits from therapeutic riding lessons.
3. The participant's doctor advises against riding
4. The participant has been absent 3 times without notice (see absence policy below).
5. If the participant has not paid the tuition for the session, they will not be able to ride until it is paid.
6. If the instructor believes the safety of the participant, horse, or volunteers is at risk.

Discharge of Volunteers

Unfortunately, volunteering at a Therapeutic Riding Center is not an appropriate activity for everybody and we occasionally have to decline or discontinue services to those who do not follow and respect the policies at FETC. If a volunteer does not abide by this Handbook and/or Center Policy as outlined in the Handbook and supporting documentation, that volunteer will be excused from volunteering at Faith Equestrian Therapeutic Center. Instances may involve continual inappropriate attire, unsafe behaviors that jeopardize self and others, inappropriate language and actions, misuse of center property and horses, disrespect of riders and/or staff, betrayal of center confidential information as well as continual disregard for authority. These are only examples and not to be considered a complete list of offenses that would constitute a discharge/dismissal from FETC.

Applicant Assessment and Process

The first step in becoming a participant at Faith Equestrian Therapeutic Center (FETC) is to download the Participant packet from the website (www.faihetc.org) or contact the Program Director at programs.fetc@gmail.com. Once the participant packet is received, you will be contacted by the Program Director to schedule an Evaluation which includes a "Meet & Greet" as well as an Evaluation ride. This is provided at no cost to the participant. At this time, the financial situation will be discussed and if a plan is not already in place to pay for the lessons, FETC will work with the participant to find a resource to help pay, or fill out a Tuition Assistance Application. If a space is available, the participant will be added to a group for the next session. If a group lesson is not available, the participant may hold a private 30 minute lesson instead of a group lesson for one session until a space becomes available, if there is space in the schedule to do so.

Riders will be assessed both physically and cognitively in person by the instructor at the time of the Evaluation to determine proper equine, tack and group lesson ability. The instructor will take into account the participant's medical forms as well as any information provided by the parents/guardian/caretaker and the participant.

Down Syndrome Protocol

FETC in accordance with PATH Intl. Standards requires a **yearly physical** for all participants with **Down Syndrome**. This helps to ensure the safety of our participants with Down Syndrome specifically due to the possible occurrence of atlantoaxial instability. If a participant presents with atlantoaxial instability that is a contraindication to Therapeutic Riding and that individual will be unable to participate in Therapeutic Riding.

General Rules and Regulations

Farm Rules

1. No running
2. Close all gates behind you
3. Return things to where you found them
4. If something is broken notify someone so it can be repaired
5. Be respectful of everyone and remember our purpose

Personal Conduct

Inappropriate Personal Conduct --- At all times, while participating in FETC related activities, the Instructor is responsible for providing appropriate responses to inappropriate rider and/or volunteer behavior in the riding ring during the lesson. Other staff not conducting a lesson and designated individuals are responsible for attending to the behavior of observers and others not in the ring.

Confidentiality

Confidentiality is very important to not only our participants, but to their families, volunteers and staff. Please keep in mind the below considerations when discussing the events at FETC with your friends and family.

1. Riders and their families have a right to privacy that gives them control over the dissemination of their medical and other sensitive information. If any information is to be released to the public, Faith Equestrian Therapeutic Center will be sure to have parents sign a form allowing that release of information.
2. Faith Equestrian Therapeutic Center shall preserve the right of confidentiality for all individuals in the program.
3. The staff and volunteers of FETC shall keep confidential all medical, social, referral, personal and financial information regarding a person and his/her family.
4. All staff and volunteers of FETC shall be bound by this policy. This includes but is not limited to:
 1. Full time staff
 2. Part time staff
 3. Temporary employees
 4. Volunteers
 5. The Board of Directors
 6. Guests

We know you are excited about what we are a part of here at FETC and want to share your experiences with others but please respect the rider's privacy and do it in a way that does not identify them.

Distractions by Observers

During lessons in the covered arena, parents are encouraged to stay near the blacksmith's shop where benches are provided. There is also a playground provided near the outdoor arena where siblings and other children can play and not cause distractions. We do ask that you stay away from the barn during lesson times.

During lessons in the outdoor arena, parents are encouraged to stay in the parent station or in the grass area on that side of the arena, away from the barn. We have provided a playground for which siblings and other children can play away from the arena and not cause distractions. Volunteers, Parents, Instructors and Observers are encouraged to have phones on silent or vibrate so as to not interfere with the lesson.

Note: all siblings and other children must have adult supervision at all times!

For an extensive list of hazards and emergency procedures at Faith Equestrian please see the end of this document for our *Risk Management Plan*.

FAQ

Where should I park? --- If volunteering, please park your vehicle along the pasture fence lines along the driveway to allow our disabled students closer access to the facility.

Where is the Bathroom? --- There is a bathroom at the barn on the back side as well as one in the office to the left when you walk in the door.

If I sign up does that mean I have to come every week? --- We appreciate any and all the time you are willing to give. If you would like to come more, you are certainly welcome to, but it is not necessary. Our volunteer coordinator will meet with you to determine what options will best fit your schedule.

Can I ride the therapy horses? --- We need limited assistance with schooling/conditioning the therapy horses; only qualified volunteers will be considered for exercising horses.

Who do I call if I can't make it? --- It's best to email the day before (programs.fetc@gmail.com), otherwise please call the Center directly at 912-728-3728.

Do I need to sign in? --- Yes! Even if you do not need the hours we need to record your volunteer hours to be eligible for certain grants. The sign in book is located on the small desk at the barn.

Where is the phone? --- There are phones in the office and in the barn; they are for local calls only, please ask before using.

Directions and Parking

Directions: By way of BLUE JAY ROAD – Take Blue Jay to Horsepen Road, Right onto Low Ground Road, Left onto Country Estates and go to very end, Left on Appaloosa Way (Center on Left, Brown Fencing)

OR

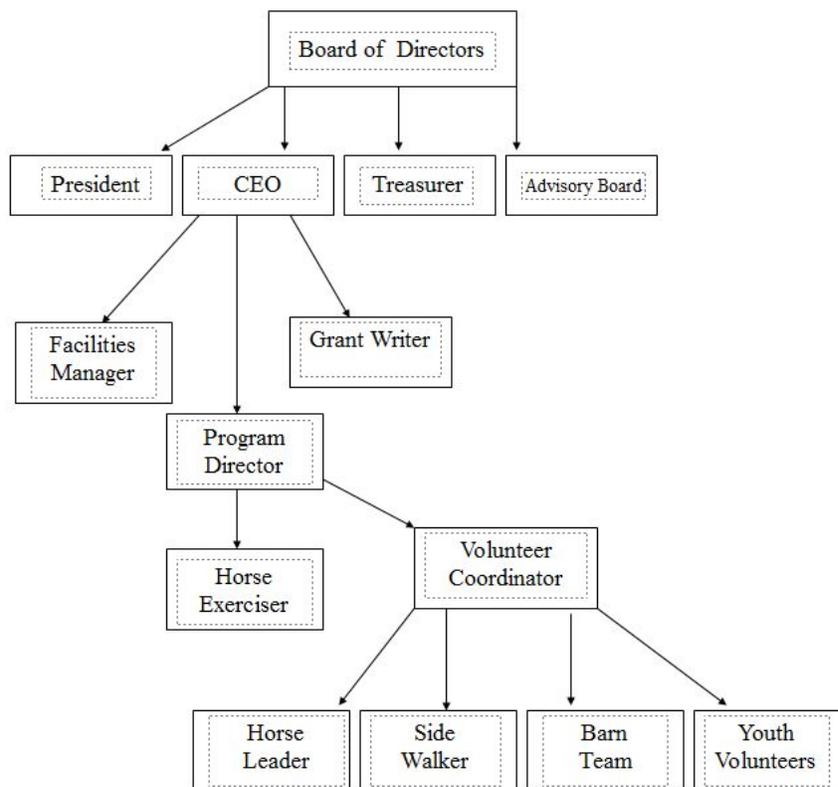
By way of McCall Road – Take McCall to Low Ground Road, Right onto Country Estates, go to very end, Left on Appaloosa Way (Center on Left, Brown Fencing)

Closest Main Cross Street: Low Ground and Country Estates

Closest Cross Streets: Country Estates and Appaloosa Way

Faith Equestrian Therapeutic Center Organizational Chart

*Please review the chart below. This organizational chart will show you who to report to as well as the breakdown in the chain of command at Faith Equestrian Therapeutic Center.



**Faith Equestrian Therapeutic Center operates to serve
individuals with a wide variety of disabilities...**

Here are some things to think about when you meet a person with a disability:

1. Remember that a person with disabilities is just like everyone else, except for the limitations of his or her disability.
2. A disability need not be ignored or denied, but until your relationship is one of friendship, show interest in the person only as you would any other person you have just met.
3. Be yourself.
4. Talk about the same things you would with anyone else.
5. HELP HIM OR HER ONLY WHEN THEY REQUEST IT. If a person falls down, he/she may wish to get up on his/her own. Ask for permission to give help.
6. Be patient. Let the person set their own pace walking or talking.
7. Don't be afraid to laugh with them.
8. Remember a person with disabilities deserves the same courtesy that any other person would receive.
9. Be supportive and encouraging. If a person wants to talk about their disability, he/she will bring it up.
10. Showing pity or charity does not help. The person wants to be treated as an equal. He/she wants the chance to prove himself/herself.
11. The rider may feel insecure when his/her aids (crutches, wheelchair, etc.) are too far away. Be sensitive to this and remove aids only when asked.
12. Keep an open mind.
13. Enjoy yourself and your friendship with rider. His/her philosophy and good humor can be as inspiring to you as yours is to the rider.

Please note that volunteers are asked NOT TO HANDLE STUDENTS unless requested to by a member of the staff. Handling a student without knowledge of his/her disability could be very harmful to him/her.

General Considerations

Tack and Equipment

All tack and equipment at Faith Equestrian is checked over regularly for wear and tear. We primarily use English type saddles in our programs to foster independent balancing and correct positioning in our riders. If you notice a piece of tack that is torn or appears unsafe, it is your responsibility as an FETC volunteer to inform the instructor/staff member in charge immediately.

All tack and equipment used in the program belongs to FETC and has been approved by the staff for use in lessons. We expect our equipment to be treated with respect and taken care of after its use.

Understanding Horse Behavior

Sight: Because a horse's eyes are situated on the side of their head, while approaching and leading horses, it is important to keep in mind their range of vision. Horses have three main blind spots:

behind them, directly in front of them, and underneath them. These are important considerations while approaching horses as well as recognizing things that may seem frightening to them.

Smell: Horses have a very acute sense of smell and are able to differentiate all sorts of smells. Because they are so sensitive, they may catch a scent in the wind and be on alert to something that we cannot see or are unaware of.

Hearing: Horses also have a very acute sense of hearing. They can pivot and turn their ears to better locate where a sound is coming from. You can tell if your horse is paying attention to you by the way their ears are turned as well as their feelings at the moment.

Touch: Horses are very sensitive to touch. These animals are able to feel a fly on their body and are able to pick out a piece of grain from a pile of dirt. Horses should be treated with gentleness and respect, but we should not be afraid to make corrections when they are needed.

Taste: Horses, just like people, have differences in taste and certain preferences for what they like.

Sixth Sense: Horses have the indescribable ability to feel and reflect what we are feeling. This is commonly referred to as their sixth sense. They are able to differentiate between someone who is struggling mentally, physically or emotionally and are able to adapt to these changes. This is why we use horses as a therapeutic method.

Horses in Different Situations

Horses are, by nature, flight animals. This means that instead of staying in a frightening or threatening situation they would rather run away. When working with horses, it is necessary to remember this important fact. We cannot safely force horses into situations that they are afraid of as it is against their nature to walk toward fear. Through proper training, we can teach horses to think through fearful situations and to trust their horse leader, but it is important to recognize that horses are still animals that are innately unpredictable. We strive to provide an environment that is safe for both equines and participants. While safety is our number one priority, everyone needs to understand that we work with half-ton animals and that everyone needs to be alert and attentive to the horse and rider to ensure a safe environment. We cannot prevent everything and accidents do happen, and it is our job as professionals, volunteers, parents and riders to reduce that risk to the lowest possible degree.

Volunteer Opportunities

We are always in need of volunteers to help in other aspects of our program. We have several committees where your service would be greatly appreciated. If you are interested in participating in one of these committees, please contact the CEO.

Fundraising Committee: Help with FETC fundraising events. If someone approaches you regarding raising funds for FETC, please direct them to the CEO.

Public Relations Committee: Help with generation of quarterly newsletter, including administrative tasks such as data entry, or labeling for bulk mail. There are many non-related horse chores that are part of an equine assisted activities program; such as filing, data entry, copying, telephoning, etc. If you believe you possess organizational skills and want to 'work behind the scene' to assist the CEO, please call.

Dress Code

We ask that you dress neatly and wear closed toe shoes (Boots are preferred but not necessary). Avoid loose clothing and dangly jewelry as they can obstruct your work and become a safety hazard. Remember to bring sunscreen, a hat and sunglasses, as we are outside most of the day.

Please avoid any controversial and/or profane t-shirts, low cut or midriff-baring tops, short shorts and low hanging pants. Remember that riders are looking down from on top of the horse and we would not want to distract our male riders in particular. Our goal is to promote a safe and focused environment for all of our participants, so please keep that in mind when dressing for your volunteer time.

Specific Volunteer Roles

Horse Leading, Side Walking, Barn Team, Exercise Riders and Youth Volunteers

Horse Leader (HL)

Main Responsibility:

To focus on the horse, leading and controlling the horse in the lesson. Report any horse related problems to the instructor.

Before the lesson:

Arrive at the barn at least 45 minutes to one hour before lesson to groom and tack up the horse. (Saturdays arrive at scheduled time) Check lesson plan or consult with instructor to understand the pattern and purpose of the day's lesson.

Horse Preparation:

Collect tack first then collect horse. Place horse in cross-ties with ties connected to the noseband of the horse's halter. Keep horse in this position for grooming and tacking. Groom horse and take note of any abnormalities or cuts and report to instructor immediately.

Tack:

Check lesson schedule for list of tack for each lesson/horse. Tack the horse up, saddle pad first, then lift the saddle on gently, ensure that the saddle is in the correct position, gently tighten the girth, ensuring that no one is near the horse's head while tightening. Girth should be loose enough that your hand can slip between the girth and the horse's sternum. Check stirrup lengths and keep stirrups

up until outside of mounting bays for safety. Put on bridle/sidepull if used for the lesson. If using sidepull put rope halter on first and then place sidepull over that. Put on reins and proceed to waiting area for Instructor to do tack check.

Take Horse to Waiting Area:

Lead the horse to the appropriate waiting area. Please be aware of your surroundings and keep an eye out for other volunteers, parents, participants and other horses. Always maintain a two horse length distance between ALL horses for safety.

Mounting Procedure:

After Instructor tack check, run down stirrups if necessary before approaching the ramp. Lead horse from the right side to push horse as close as possible to the mounting side of the ramp. Stand directly in front of the horse or off to the side to ensure that you can control the horse if need be. If you find that a horse does not like this position you can adjust to provide the horse more space (Halt position). Instructor will give command to "Walk On" and Horse Leader (HL) will lead horse straight out of the chute until the horse is clear of the ramp. Once horse is clear of ramp, HL will halt horse for Instructor to make adjustments.

In the Arena:

Keep your hand at least 6-8 inches from the buckle of the halter to allow the horse his natural head movement and the HL the optimal distance to control the horse. Keep a light touch on the lead unless restraint is required. Always keep two horse lengths from the next mount. Provide assistance only as is necessary; only lead the horse forward or turn it if the rider cannot perform the instructions on his/her own. Some of our riders need extra time to process an instruction, so be sure to give them that time. Assume the halt position if the instructor request a halt. When standing in the halt position, please keep far enough in front of the horse to avoid being hurt if the horse should throw his head up. You can also stand off to the side while maintaining hold on the horse.

After the lesson:

Help put the horses and equipment away. Ensure horse is cooled out and saddle marks are brushed or rinsed off. Horse should be returned to the correct turnout with its group or put in stall if it's near feeding time. Rinse the bit off before putting it away. Report observations and horse behavior to the instructor.

Emergency procedure:

The horse leader REMAINS WITH THE HORSE AT ALL TIMES even if a rider falls off. The HL's job is to control the horse and move it away from the rider if an emergency dismount is needed. At no time should the HL be in control of the horse and the rider.

No Experience?

Don't worry we offer a horse leading class that prepares you for the challenges of horse leading. Speak to the instructor if you are interested

Sidewalker (SW)

Main Responsibility:

To focus on the rider, listening to the instructor, relaying and interpreting commands to the rider and other support team members as necessary while ensuring the overall safety of rider during mounting and lesson.

Before the Lesson:

Arrive at the barn 30 minutes prior to class session. Check lesson plan and assignment board. Consult with second sidewalker to determine who will be in charge of the rider.

After rider arrival:

Greet rider if designee, help rider with helmet as needed (consult assignment clipboard for helmet size and additional information), stay with the rider until the lesson is over and the rider is returned to their caregiver, especially if they are a small child. The sidewalker not in charge of the child can assist in setting up the arena for the lesson or help the barn manager/horse leader with the horses.

Check rider's equipment:

Check the rider's helmet and make sure it is secure as well as any special adaptive equipment the rider may need. After mounting the instructor may ask you to adjust the stirrups to the proper length. The instructor will recheck.

Mounting procedure:

Assist rider to the top of the mounting block/ramp as necessary. Hand off rider to Instructor to mount. Only individuals trained in mounting are able to mount riders. Off side sidewalker will aid instructor in assisting rider's leg over the saddle. If stirrups fall below top of ramp, do NOT place rider's feet in stirrups, instead hold up rider's feet so as not to get caught on the ramp. Insure that the rider is squarely in the saddle before exiting the chute. Exit using a thigh hold and if needed sidewalker will hold leg up so as not to hit the ramp.

Lesson Procedure:

Walk or run beside the rider providing physical support as necessary. If more than one sidewalker is needed, please designate one individual to communicate with the rider. Be continually alert for the need for immediate help. Monitor the rider's balance and advise other sidewalker and horse leader if rider needs assistance regaining balance. Always make sure the horse is halted squarely when adjusting the rider. Reinforce the instructor's directions as needed. Keep chatting to a minimum (many riders get overloaded or confused with too much auditory input). Encourage rider with eye contact, simple gestures and directions. Notify instructor of unusual behavior or continued issues with balance.

Trotting:

Trotting can be stressful on both the sidewalker and the students. It is necessary to jog alongside the horse for brief periods of time; if you feel you are not capable of doing this without injury to yourself, please let us know. For a student's first trot, it may be best to use both a thigh hold and an ankle hold. The instructor will notify you of which hold is appropriate in each situation. If they do not, please feel free to ask for clarification. It's very important to do your best to keep the rider in the saddle while letting them experience the sensation of trotting.

Support Positions

Thigh Hold --- Sidewalker holds arm over the rider's thigh, be careful not to rest your arm on the rider's thigh, this can result in loss of circulation.

Ankle Hold – Sidewalker holds the back of the rider's ankle.

Thigh and Ankle Hold – the holds can be used together for even more security in the saddle.

Changing sides:

When the need arises for sidewalkers to switch sides, the horse leader will assume the halt position. Sidewalkers will notify each other that they are changing sides. The first sidewalker will remain stationary until relieved by other sidewalker. Lesson will proceed only when sidewalkers notify the horse leader that they are ready to continue.

After the lesson:

The Instructor will let you know what aid is needed to dismount the rider. *Do not dismount the rider on your own.* Ensure that the rider's feet are out of the stirrups if dismounting in the arena. All riders will be dismounted in the arena, unless otherwise stated by the instructor. Sidewalker in charge of the rider will accompany them to a safe place, help them remove their helmet and return it to its proper place. Sidewalker not in charge of the rider will help put the horse and equipment away.

Emergency procedure:

Sidewalker in charge of the rider will remain with the rider until the instructor takes over. Other sidewalker will summon assistance as necessary or directed by instructor. Horse leader will move horse away from area, control and hold horse until other instructions are given.

Helmet Fitting

The majority of the time, a helmet will be listed on the lesson schedule for a rider. If it is not listed, please follow the helmet fitting instructions below. Always let the rider place the helmet on their head or give them the option to do so, before placing the helmet on their head. We would like to foster independence as well as the fact that some riders do not like individuals placing the helmet on and clipping. The instructor will check the helmet before the rider is mounted, but this is a good list to follow to ensure it fits before the instructor checks it:

1. Helmet should rest about two fingers above the eyebrows
2. It should be centered correctly
3. It should be snug

4. It should sit securely
 - a. No rocking
 - b. No moving
5. To check, have the rider bend at the waist and shake head
6. Chin strap should be fastened tightly enough so that the helmet will not slip off in a fall.

Equipment

All of our equipment is labeled and organized for ease of access and safety. Please attempt to keep it that way.

Barn Team

Main Responsibility:

The focus is on the horse and providing them with a safe and clean environment. Appropriate care of the horse and equine equipment are paramount to providing the therapeutic environment FETC prides itself on maintaining. While the Barn Team does not always work directly with the horses, it is crucial to their wellbeing and that of the center to continue to operate to the high standards we have set for ourselves.

Tack Room

The tack room is organized for easy access to everything you need. Please keep it that way. Return things to where you found them. If you find yourself with some down time, cleaning up the tack room is always helpful.

Stalls

Cleaning stalls is very important to the program's success, without happy horses we can't conduct lessons. It is best to find an experienced volunteer to help you with this. Stalls need to be cleaned 7 days a week, so help is always appreciated! If this is something you are interested in helping out with, we will always say YES!

Water/Hay

When assigned to water/hay it is best to find an experienced volunteer or staff member to help you the first couple times. Water must be emptied, buckets cleaned, and refilled. Each horse receives two pads of hay, while Cody, the pony, gets one.

Work station

Be careful when bringing horses in and out of the tack bays (also referred to as the wash racks and work station) when people are around. When grooming a horse in the wash rack, remember to not walk behind the horse and not under the horse's neck or belly. Please keep our wash racks neat and tidy for the next person and to prevent injury from items laying around. All work bays are equipped with quick release snaps located on the posts in between the bays. Each bay also has its own water supply for baths, just remember to go in front of the horse with the hose and watch that it is not wrapped around the horse's front feet.

Pastures

Catching a horse in the pasture can be tricky, especially if you are not familiar with a particular horse. If in doubt, take an experienced volunteer or staff member with you to catch a horse. Students and parents are not allowed in the horse pastures unless accompanied by an experienced volunteer or staff member.

Youth Volunteers

Main Responsibility

Youth Volunteers can take part in many of the center's activities based on the youth's age and experience. Youth volunteers may include youth who have attended the Twin Pines Summer Camp as well as youth volunteers who have not, but are under the age of 18.

If a youth has attended the Twin Pines horse camp and is responsible and knowledgeable enough to come out on Saturdays or during other active lesson times, those individuals may participate in barn work and activities around the barn not related to lessons. Youth will be evaluated on a case by case basis to ensure that they are properly supervised during their time at FETC. If it is deemed appropriate by the CEO/Program Director and/or Volunteer Coordinator, youth may be allowed unsupervised by a parent or legal guardian during normal business hours even if they have not attended the Twin Pines Horse Camp. At any time FETC may take away this privilege if it is noticed that an individual is not appropriate to leave independent of an adult. Safety is always our number one priority and must be taken into consideration when dealing with our youth volunteers and if they are able to be left unsupervised doing a task. Staff will always be on site, but may not be directly supervising them.

Youth are expected to:

- Be responsible and attentive to safety standards and protocol
- Be aware of their surroundings
- Be respectful of other volunteers and act in ways that promote the values that FETC stands for
- Listen to the staff member in charge
- Do what they are asked if physically capable of doing it
- Not handle horses independently unless specifically instructed to do so by a staff member
- Not be on property by themselves unless it has been approved by the CEO/Program Director

Age Requirements for Youth Volunteers

<10 Years Old: Must be supervised by a parent/guardian at all times

10 Years Old: Minimum age for youth volunteers who have attended Twin Pines Horse Camp (must be approved by CEO/Program Director to be at center unsupervised by parent/guardian)

12 Years Old: Minimum age for youth volunteers to be on site without a parent or guardian

14 Years Old: Individual may go through Side Walker training. Depending upon level of maturity and ability individual may or may not be allowed to be the only Side Walker

15+ Years Old: Individual may go through Horse Leader training if they have prior horse experience or a strong understanding of horse behavior and cause and effect, therefore understanding the magnitude of this position.

Horse Exerciser Policy

1. Interested individuals must have current and accurate information (volunteer forms) on file with no contraindications noted to riding horses.
2. Suitable horses must be available for individuals to ride- individuals must not exceed the posted weight limits of horses to be schooled; there must be suitable tack for horse and rider.
3. Exercise riders must be 16 or older. Those younger than 16 will be decided on a case by case basis. If a youth younger than 16 is selected to be an exerciser, a parent must be present.
4. All exercisers will wear approved ASTM/SEI approved headgear when riding, and observe appropriate safety guidelines at all times. They will wear long pants and safe shoes and will use safety stirrups.
5. No one may exercise a horse without another person on the property who is aware that they are riding.
6. The Program Director will develop guidelines and goals for the horses that will deal with conditioning, behavior, and other training considerations. Exercisers will be responsible for following these, and for providing input on the progress and other needs they feel are important.
7. All potential exercisers will be evaluated considering the following elements:
 - a. The rider must demonstrate balanced seat, gentle hands, and quality decision-making. Exercisers will also demonstrate ability to identify and use correct diagonals, and leads. They will be able to apply training techniques.
 - b. The rider must also demonstrate good horse handling and grooming, including but not limited to tying safety knots, and dealing with horse behaviors on the ground.
 - c. The rider will be able to answer some basic questions about tack fit, horse health, and knowledge of goal setting with horses.
 - d. Exercise riders will be evaluated by the Program Director or CEO.
 - e. Groundwork is an important part of our horses training program and exercisers must exhibit some knowledge and desire to learn more about this aspect.
8. All exercisers must take responsibility to fill out horse exercise log each time they ride and report back to the program director.
9. If an occurrence happens while grooming, lunging or riding an incident report form is to be completed and the Program Director or CEO contacted immediately.
10. All exercise riders will know where the people and horse first aid kits are located as well as the FETC emergency phone.

11. Exercise riders are to use FETC tack only unless approved by the Program Director. It is to be the tack approved for each horse.

12. All grooming buckets, tack, blankets, helmets, fly spray etc. are to be returned to their proper place. All grooming stalls kept clean of manure, hair etc. All arena items are to be returned to their proper place.

If you are interested in being an Exercise Rider contact: programs.fetc@gmail.com

Accidents Happen

Because we work with animals, many volunteers and riders, accidents are bound to happen. Our goal at FETC is to try our hardest to prevent accidents and plan for everything that we can so that accidents do not happen. We understand that we cannot control everything, horses are flight animals, they may spook, bite, kick or swish their tail at someone. We try to educate everyone on as many safety factors as possible as well as emergency protocol in case an accident does happen.

Below is the Mounted Emergency Plan. The centers Risk Management Plan can be found at the end of this document.

Mounted Emergency Plan

If there is an emergency while a lesson is in session:

- 1) All horses will be halted.
 - a) Any time a horse is loose inside or outside the ring, all other horses must be halted and riders dismounted as per the instructor's direction.
- 2) All horse leaders will assume the halt position in front or to the side of the horse's head
- 3) The instructor will supervise dismounting procedures verbally or personally.
 - a) Safety dismount:
 - i) Instructor or horse leader may call for a dismount.
 - ii) Left sidewalker tells rider he/she is going to dismount.
 - iii) Left sidewalker then asks the rider and right sidewalker to clear the rider's feet from the stirrups.
 - iv) Left sidewalker wraps his arms around the rider's waist, pulls the rider from the horse and moves with the rider to a safe place.
 - v) Horse leader makes every effort to hold the horse.
- 4) If circumstances call for the area to be evacuated, riders will be dismounted and will be evacuated first by their volunteers. The horse leaders will remove their horses to an appropriate place out of danger.

- 5) The instructor will determine if medical personnel are required and will request assistance (usually the sidewalker NOT in charge of the rider) in contacting specific personnel while the instructor remains with the rider.
- 6) If the rider is injured, the instructor may ask all others in the ring to leave quietly, placing one person in charge.
- 7) NO ONE, even a parent, is allowed in the arena unless summoned by the instructor.
- 8) There will be no excessive talking.
- 9) Sidewalkers in charge of riders are to explain the situation and calm the riders.

** This plan may need to be modified due to the individual circumstances of a particular situation.*

60 Ways to be a Better Volunteer

1. Consider safety first at all times
2. Treat horses and riders kindly but firmly
3. Give instructor feedback about the rider at appropriate times
4. Assist your rider in maintaining the order of activity; the horse's spacing and positions of hands and body when necessary
5. Remain calm in an emergency and do your job
6. *Smiles say a thousand words only louder*
7. Acknowledge the efforts of your rider
8. Always inform a rider before touching them
9. Wear sensible clothing and closed toe shoes
10. Minimize distractions for riders who are easily distracted
11. First ask a rider to do the task independently, then assist
12. Always encourage the rider to thank their horse
13. If you are afraid or apprehensive, the horse will know it
14. Do not talk through your rider...talk to your rider
15. Support your team, don't criticize or make fun of others
16. *Encourage teamwork*
17. If you're not sure, don't be afraid to ask questions
18. Notify an instructor immediately if a horse is acting oddly
19. Stay attentive to the horse, rider, instructor and situation
20. If you are unable to understand a rider, ask for assistance
21. Be courteous and respect each person's needs
22. Greet your rider upon arrival and acknowledge their departure
23. Do not prejudge a person's abilities
24. Make new friends while being of assistance to others
25. Make reference to the person first, not the disability
26. To further understand a rider, try to observe them. The eyes, mouth, face and body movements are all key communicators.
27. *Accept each individual as they are and respect each person's needs*

28. Listen to and help the rider focus on the instructor's directions
29. Respect everyone's right to confidentiality
30. Encourage a rider to be as independent as possible
31. Allow a rider to fail as well as succeed
32. Bring your positive energy, not your problems, to the rider
33. Be attentive to the instructor, keep talking to a minimum
34. Allow the rider's efforts to succeed in games, not yours
35. Allow the rider ample time to process a direction
36. Help maintain a safe and welcoming environment
37. Check clothing under rider's legs after mounting, to make sure it's not binding
38. Remain calm and avoid rushing
39. Offer physical support only when needed
40. *Be willing to learn and participate in center programs*
41. Supervise riders when away from their caregivers/parents
42. Treat another as you would like to be treated
43. Never become too relaxed or distracted as to forget your rider
44. Allow riders to share their lives and friendship without prying
45. **IF A RIDER HAS FALLEN DON'T MOVE THEM, defer to the instructor**
46. Any form of injury to yourself or others must be reported
47. *Know your limitations*
48. Do not run or make loud noises around horses
49. Be aware of phone and first aid kit locations
50. Do not bring pets, children, or others without permission
51. Respect your co workers and their responsibilities
52. Sign in and check out every time you volunteer
53. Check the schedule upon your arrival at the center
54. *Choose your words carefully, they impact other's lives*
55. Be attentive to signs of rider fatigue and frustration
56. Be sincere in the offer of services
57. Do not force a rider's body into desired positions
58. Be sober and drug free every time you volunteer
59. Maintain the dignity and integrity of the center's service
60. *Have fun, volunteering should be a rewarding and enlightening experience, enjoy it.*

By volunteering at Faith Equestrian, I am agreeing to follow the Code of Conduct as set by Path International.

**Faith Equestrian Therapeutic Center
Risk Management Plan
Updated November 2015**

The Faith Equestrian Therapeutic Center (FETC) strives to ensure that all participants in our program, students, volunteers and spectators are safe while on the premises. Being prepared in the event of an emergency is part of providing a safe atmosphere. Please review the following policies and procedures on how to handle specific emergencies. It is important to remember in any emergency situation to remain calm, reassure riders and take direction from the staff member in charge. The staff member is responsible for managing the emergency and applying any first aid required. Volunteers may be called upon to assist when requested in securing the site.

Generally, the designated staff member is in charge of critical decisions made during an emergency and will delegate appropriate tasks to appropriate volunteers. The staff member will call 911 when necessary and provide any information needed to emergency medical personnel. An incident report will also be prepared for each such occurrence. **Preamble**

The PATH Intl. Code of Ethics sets forth ethical principles for all PATH Intl. members which includes individuals and centers and is binding on all staff. Centers are obligated to ensure that all staff, professionals and volunteers comply with this code. While each of the following codes will apply to all members, the applicability of each code may be determined by the role of the member and the setting.

The practice and preservation of the highest standards of ethical principles and integrity are vital for the responsible implementation of obligations, activities and services provided by PATH Intl. members and centers. All members and centers are responsible for maintaining and promoting these ethical practices. The PATH Intl. Code of Ethics is intended to be used as a guide for promoting and maintaining the highest standards of ethical practice, personal behavior and professional integrity.

The guidelines expressed in the code are not to be considered all-inclusive of situations that could evolve under a specific principle, nor is the failure to specify any particular responsibility or practice a denial of the existence of such responsibilities or practices. The guidelines are specific statements of minimally acceptable conduct or of prohibitions applicable to all members and centers. The PATH Intl.

Code of Ethics is designed to be appended to such other codes as may be applicable (such as: medicine, psychology, nursing, social work, etc.).

In recognition of the responsibility inherent in the delivery of services provided by equine-assisted activities and therapies, PATH Intl. asks all members and center personnel to subscribe to the following to the extent permitted by law:

Principle 1

The member respects the rights, dignity and well-being of all individuals (human and equine) and promotes well-being for all involved.

Guidelines:

1.1 The member shall promote a holistic awareness of body, mind and spirit in equine-assisted activities and therapies for all involved.

1.2 The member shall be responsive to, and mutually supportive of, the individuals served, including families, colleagues and associates.

1.3 The member shall respect the unique nature of each individual and shall be tolerant of, and responsive to, differences. The member shall not discriminate based on age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition or disability.

1.4 The member shall follow equal employment opportunity practices in hiring, assigning, promoting, discharging and compensating staff.

1.5 The member shall maintain in professional confidence participant, volunteer and staff information, observations or evaluations and shall adhere to all legal requirements.

1.6 The member, in community settings, shall use caution in forming dual or multiple relationships with participants or former participants where there is a risk of a conflict of interest. The member, in clinical treatment settings, shall avoid dual relationships when possible. In situations where dual relationships are unavoidable, the member shall be responsible for setting clear, appropriate and sensitive boundaries.

1.7 The member will understand the sensitive nature of physical touch and use it with caution.

Principle 2

The member accepts responsibility for the exercise of sound judgment and professional competence.

Guidelines:

2.1 The member shall accurately represent his/her level of expertise, experience, education and actual practice and provide service only to those individuals he/she can competently serve.

2.2 The member shall engage in sound business, employment and administrative practices.

2.4 The member shall engage in continued personal growth, continuing relevant education and professional skill development.

2.5 The member shall recognize and take appropriate action to remedy personal problems and limitations that might cause harm to recipients of service, colleagues or others.

2.6 The member shall demonstrate objectivity and fairness by interacting with individuals in an impartial manner.

2.7 The member shall accept responsibility for the exercise of sound judgment when interacting with individuals and animals.

2.8 The member shall demonstrate openness to, and respect for, other colleagues and professionals.

Principle 3

The member shall respect the integrity and well-being of program equines and animals whether owned, leased or borrowed.

Guidelines:

3.1 The member shall recognize and respect the individual character, nature and physical attributes of each program equine.

3.2 The member shall encourage safe and respectful human and equine interactions, placing equines in activities suited to their temperament and physical ability.

3.3 The member shall support the highest standard of care, maintenance and selection for each program equine, understanding and responding to the equine's need for socialization, play, turnout, time off and retirement.

3.4 When equines are borrowed or leased, the same high standards of equine respect, care and maintenance apply.

3.5 The member shall cultivate a barn and practice environment that supports personal and professional development and is compliant with PATH Intl. standards.

Principle 4

The member shall be truthful and fair in representing him- or herself and other members or centers.

Guidelines:

4.1 The member shall be responsible for providing each participant with accurate information regarding programs, services, professional training and credentials, as well as possible benefits, outcomes, expected activities, risks and limitations of the service or program.

4.2 The member shall meet commitments to participants, colleagues, equines, agencies, the equine-assisted activities and therapies community and the community at large.

4.3 The member shall use the PATH Intl. logo only in accordance with the PATH Intl. brand policy.

Principle 5

The member shall seek to expand his/her knowledge base related to the field of equine-assisted activities and therapies.

Guidelines:

5.1 The member shall maintain a high level of professional competence by continued participation in educational activities that enhance basic knowledge and provide new knowledge.

5.2 The member shall support the sharing and dissemination of information, the provision of training and conducting of research for the benefit of the profession.

5.3 The member shall demonstrate commitment to quality assurance. The member in clinical treatment settings shall engage in providing and receiving individual or peer supervision and/or staffing consultation on a regular basis.

Principle 6

The member shall honor all financial commitments to participants, personnel, vendors, donors, PATH Intl. and others.

Guidelines:

6.1 The member shall negotiate and clarify the fee structure and payment policy prior to the initiation of service and charge in a responsible and reasonable manner.

6.2 The member shall not misrepresent in any fashion services rendered or products dispensed.

6.3 The member shall be truthful and fair in representing him- or herself in fundraising activities.

6.4 The member shall honor all debt obligations.

6.5 The member shall maintain membership in PATH Intl. and pay the appropriate fee as determined by the Board of Trustees. Instructors shall remain in good standing with the annual compliance process for instructors

Principle 7

The member shall abide by PATH Intl. Standards and Guidelines and all state, local and federal laws.

Principle 8

The member supports PATH Intl. in its efforts to protect participants, equines, the public and the profession from unethical, incompetent or illegal practice.

Guidelines:

8.1 The member shall present this PATH Intl. Code of Ethics to all staff and personnel, outlining their collective obligation to support it and address any questions or concerns pertaining to it.

8.2 The member accepts the responsibility to discuss suspect unethical behavior directly with the parties involved and, if unresolved, to report unethical, incompetent or illegal acts to PATH Intl.

1. Natural Hazards Specific to the Site

Natural Hazards specific to the site are wind, rain (with localized flooding), downed trees and branches, wildlife (including poisonous snakes), insects, barn animals such as cats, dogs, chickens, etc. Please refer to individual hazards outlined below:

Inclement Weather:

Lessons will be cancelled as soon as possible in the morning by telephone calls and e-mails to the parents and volunteers. This will limit the number of people on the site exposed to the hazard. Should the inclement weather occur during a session, the Staff member in charge will call a halt to the session and make a general announcement that the site is closing. The Staff member may ask volunteers to assist in the dismounts of participants so evacuation of the site can occur as quickly as possible. All such announcements will be made to ensure that there is an orderly exit from the premises for all participants and spectators. Volunteers may be asked to assist in assuring that all visitors leave the site as quickly and orderly as possible and to ensure that the horses are sheltered, secured or evacuated should the need arise.

Because it may be necessary to move horses to higher ground in an emergency, a policy of “when in doubt, get them out” will be implemented at the site.

Downed Trees and Branches

Because of the weather and abundance of trees on our property, more often than not there will be downed trees and branches throughout the property. We work hard with volunteers to try to pick up trees and branches, but there may still be some at different locations. If you see a branch in a walking area, please move it to the side or start a pile if you are picking up branches. Use caution when walking and leading horses so as not to trip or get caught on a branch.

Snake Bite

If a snake bites a participant, spectator, volunteer or staff member, a staff member will administer first aid while another individual immediately calls 911 to summon appropriate medical personnel. All snake bites will be handled as though the snake is poisonous.

Insects

Because of the variety of insects in our area including mosquitoes, gnats, bees, etc., we encourage all participants, spectators and volunteers to use an appropriate insect repellent while onsite. The site will also maintain insect repellent in the first aid area. Any beehives on the site should be reported to a staff member for eradication.

Wildlife/Barn Animals/Dogs

If an animal appears to be acting in a strange or threatening manner, report such occurrence to a staff member.

There are dogs located on site, behind a fenced in area. Signs are clearly posted to “Stay Out”. Dogs may bark and jump, so during lessons all dogs are kept in the fenced in area. Never assume that an animal is friendly unless told by the owner that it is ok to approach and pet. This is true of all animals on site at Faith Equestrian, so please do not approach any of our animals without first asking a staff member if it is safe.

Should it be necessary, Animal Control can be called at 912-754-3449 to remove the animal from the premises. Should a bite occur, first aid will be administered by a staff member or designee and 911 will be contacted.

Other Emergencies

Should there be an intruder or an unruly person onsite; police will be immediately called to remove the person from the site.

2. Manmade Hazards Specific to the Site

There are very few man-made hazards on-site. The access drive to the site is unpaved but FETC requires all drivers to maintain a safe distance between each vehicle and to observe a speed limit of 5 miles at all times. No honking of horns on the site is permitted and cell phones should be on vibrate during your time here. Any violation of the speed limit or noise violation may result in a suspension of riding privileges.

Any areas under construction on-site will be clearly marked and should be avoided by anyone not working in the designated area.

3. Operation of Facilities and/or Equipment

The facility may experience loss of power or loss of water which will result in the closure of the facility and the suspension of riding sessions until such situations are remedied. Participants will be notified as soon as possible after such event occurs.

Since FETC is a working farm, all spectators are asked to stay in the spectator area while on the premises unless accompanied by a volunteer.

FETC is heavily wooded, and the possibility of a brush fire is a real possibility, especially in hot Summer months when drought conditions exist. Because of this as well as other safety factors Faith Equestrian is a NON-SMOKING Facility.

Farm equipment such as back hoes, plows, tractors, Bobcat, garden lawnmowers, etc. may be in use on the site at any time. So individuals must be aware of their surroundings and maintain proper distance from this equipment.

Guests on site will not activate, play or move any equipment unless explicitly instructed to do so by a staff member, in which case proper behavior and management of equipment is expected.

Any area of the site under active construction, etc. will be clearly marked, and these areas should be avoided by visitors and volunteers to the site.

4. Natural Disasters

Hurricane/Tornado Watches and Warnings

Since the safety of our participants is of utmost importance to us, in the event that the National Weather Service is calling for extreme weather conditions such as a tornado, hurricane, torrential rain, etc., and has called for a severe weather watch or severe weather warning, the site will be closed. We ask that participants stay safe at home until the watch or warning is lifted, and then call the site to determine when it will reopen.

For those Volunteers assigned to the emergency evacuation of horses from the site when a watch or warning has been issued for a tornado, hurricane or torrential rain, please contact the site to determine when evacuation will begin, what duties you will be requested to perform, and refer to the FETC Hurricane/Extreme Weather Site Evacuation Procedure for specific instructions. *This form is available at the end of this document.

Fire Hazards

Any person detecting a fire in any area of the site should immediately notify the Program Director and/or Instructor who will call 911 to alert the Fire Department. If no staff is available to make the call, that individuals will take the responsibility to call 911. Emergency information is posted adjacent to the phone in the barn. Fire extinguishers are located in the Ed Center and around the barn. If possible locate the nearest fire extinguisher to aid in putting out the fire. NEVER PUT YOURSELF IN DANGER.

Should a fire occur, the staff member in charge will supervise and assist side walkers in dismounting riders and returning riders to their parent(s) if a lesson is going on. Horse Leaders will secure horses in a safe area far away from the fire hazard. Unless otherwise directed by the staff member, all participants will then gather in a predesignated location such as the picnic area, spectator area, parking lot, etc. A head count will be taken to ensure that everyone is safe, uninjured and accounted for. Once the staff member verifies that everyone is safe, all visitors will be asked to safely exit the site in an orderly manner, or shelter in place if necessary.

Volunteers are asked to remain on the site to assist with securing horses and then securing the site's confidential records.

During a fire, remember to follow RACE guidelines:

RESCUE – Make sure everyone is accounted for and out of immediate danger.

ALARM -- Fire Department will be called. All participants and volunteers will be notified of the danger.

CONFINE -- Secure any doors that might help keep the fire from spreading.

EXTINGUISH – Put out the fire with an extinguisher if possible, BUT NEVER PUT YOURSELF IN DANGER TO DO SO.

5. Hazards Specific to the Use of Equines

Please note: These instructions are not intended to cover every eventuality but rather are to outline the general hazards specific to the use of equines. Volunteers should also refer to their specific Volunteer Descriptions located in the above handbook (for additional, useful information on this subject.)

Horse-related Dangers

The FETC staff is responsible for directing volunteers and participants on how to handle horses. The Barn Manager (if on staff) and Horse Leaders have experience dealing with various horses and may be directed to approach, secure, groom, tack and otherwise prepare a horse for a riding session. Assigned side walkers may assist with tack, grooming, etc., at the direction of a more-experienced volunteer.

Generally, FETC requires that spectators remain in the designated spectator area and not approach, attempt to feed, or otherwise interact with any of our horses. While this may seem overly strict, it is the spectator's welfare that is of utmost concern to us. Horses can frighten easily, and because of their sheer size alone can cause severe injury.

During a riding session, side walkers are designated and trained in supporting riders. Activities are selected to minimize the possibility of any injury to our participants; however, accidents may occur. Should a rider fall, all teams will immediately halt and await further instructions from the staff member in charge, until the situation can be assessed and appropriate corrective action taken.

Frightened Horse

Should a horse become frightened or overly nervous, side walkers are to apply "arm over thigh" support to the rider. The horse leader should attempt to halt the horse. The horse leader must always

stay with the horse and be aware that the horse may move quickly forward or side step in either direction. As the horse moves, side walkers need to continue their support to the rider, staying close to the horse's side as it moves. The Instructor will assess whether the horse should continue with the session.

Volunteers will follow the safety dismount procedure below if instructed to do so.

Loose Horse

Should a horse become loose in the arena or on property while a session is in progress, the session immediately stops. Horse leaders are to immediately halt and secure their horses; side walkers should perform an emergency dismount and stay with their rider at a safe distance from all horses and await further direction from the Instructor.

Horse will be retrieved by the Horse Leader or Instructor and a determination will be made whether to continue the session with the horse.

Follow the safety dismount procedure below if instructed to do so.

Fallen Rider or Medical Emergency

Should a rider or volunteer become injured or have a medical emergency during a session, the session is to come to an immediate halt and the Instructor or nearby Volunteer will notify emergency medical personnel.

Others should follow the safety dismount procedure below if instructed to do so.

Safety Dismounts in an Emergency

During an emergency, the Instructor may call for a "safety dismount." Horse Leaders will halt and stand in front of the horses. The side walker on the left side of the rider will perform the safety dismount by:

- 1) Informing the rider that they will be dismounted
- 2) Request the rider remove their feet from the stirrups (both side walkers will assist when needed)
- 3) Gently pull the rider off and away from the horse
- 4) Escort the rider to the parent/guardian when situation is safe

Should the horse be "against the rails" on the left side, the rider will dismount from the right side assisted by the right sidewalker who will also follow the above procedure.

We understand that a "Safety Dismount" may need to become more of an "Emergency Dismount" if an emergency occurs and the volunteer feels it is an unsafe situation. While the above is an ideal situation, we recognize that ideal situations may not always occur. If the volunteer feels the need to "pull" a rider off because of an emergency we only ask that it be done in the safest possible way to protect the rider and volunteers.

6. Conduct of Personnel, Participants and Guests

Please note: Failure to comply with the following code of conduct shall result in removal from the site and denial of further participation in our program. This code is meant to ensure that everyone,

participants, spectators, volunteers, and yes, even our horses, have a pleasant experience and are treated with the utmost respect.

All volunteers are requested, if possible, to wear their FETC T-shirts, sweatshirts, etc., when volunteering and during training sessions. If that is not possible, then please ensure that your dress is appropriate for the site. Although we like to have fun while working, please understand that visitors, parents and children could be on site at any given time, and we want to leave the impression of a professional, well-run organization. Therefore, no low-cut attire is permitted, no t-shirts with obscene language or depictions should be worn. Volunteers should also refer to the above Handbook for a further outline of procedures and conduct to be followed while working on site.

No open-toed shoes or sandals are to be worn onsite by our volunteers and/or participants. Spectators may choose to wear open-toed shoes or sandals (although we don't recommend it). If you choose to do so, you are not permitted to be anywhere near the horses. While you may not be in direct contact with a horse there are other factors including insects like fire ants that make it more appropriate to wear closed toed shoes.

No participant, spectator or volunteer shall approach, attempt to feed, or mount a horse without the express direction and approval of the Instructor. As previously mentioned in the equine-related dangers section, spectators are to remain in the spectator area during the classes.

Inappropriate and/or abusive behavior toward our horses will not be tolerated.

Inappropriate and/or abusive language and behavior in general will not be tolerated.

Inappropriate behavior such as loud music, loud, boisterous conversation and/or obscene gestures or language will not be tolerated. Horses spook easily which may result in injury.

All cell phones, pagers, radios, walkie talkies, and similar devices should be turned off or switched to vibrate while onsite.

A speed limit of 5 miles per hour will be observed when entering and exiting the site.

Faith Equestrian is a NON-SMOKING facility. The site is heavily wooded, and the threat of fire is a real possibility should someone carelessly dispose of a cigarette.

No one is to bring drugs or alcohol on-site, and anyone thought to be under the influence of any drugs or alcohol will be asked to leave the site immediately. Failure to comply will result in the police being contacted to assist with removal of the offending party.

Safety is our primary concern.

EQUINE EVACUATION DURING EXTREME WEATHER CONDITIONS

Brief explanation of hurricane categories

Category 1: Wind Speed of 74 to 95 mph (119-153 km/hour)

Category 2: Wind Speed of 96 to 110 mph (154-177 km/hour)
Category 3: Wind Speed of 111 to 130 mph (178-209 km/hour)
Category 4: Wind Speed of 131 to 155 mph (178-249 km/hour)
Category 5: Wind Speed over 156 mph (250 km/hour)

A Category 1 hurricane usually causes no serious structural damage to buildings. Category 2 hurricanes can lift a house; mobile homes and prefab homes will sustain greater damage.

Hurricanes that are Category 3 and higher are major. With Category 3, expect damage to residences and many other buildings, destruction of mobile homes, flooding near the coast.

Category 4 brings more damage still; and with a Category 5 hurricane, few types of structures survive even several miles inland, and flooding brings major destruction

Horses will be sheltered-in-place if at all possible for any category 1 hurricane event.

For a category 2 hurricane, horses will be evacuated at least 160 (2hrs 45min) miles inland from the Center and will be sheltered at the GA. National Fairgrounds and Agri center in Perry GA
Address: 401 Golden Isles Parkway, Perry, GA 31069

For categories 3-5, horses will be evacuated at least 247 miles inland from the Center and will be sheltered at the Chicopee Woods Agri Center in Gainesville GA.
Address: 1855 Calvary Church Rd., Gainesville Ga

Planning

Since severe weather conditions can happen at a moment's notice and all efforts at that time will be directed toward evacuating the horses to safety, planning in advance as much as possible will be helpful. In that regard, take steps to:

Make arrangements in advance with another stable to shelter and pasture horses for at least a period of two weeks. It is recommended that horses should be moved 200 miles inland during extreme hurricane evacuation conditions (Category 3 and above).

For evacuations of a less significant weather event, plan to move the horses to a stable several miles away from the affected area. Again, these arrangements should be made well in advance of the actual event.

- All evacuation vehicles (towing vehicles and horse trailers) should be in good repair and ready to go in a weather emergency.
- Horses should be evacuated at least two days prior to a mandatory evacuation status in advance of the actual weather event.
- Plan lodging near your horses.
- Plan your evacuation route(s) well in advance and have maps or GPS ready to go..
- Be sure to load horses quickly and safely. Loading should be practiced with your emergency volunteer personnel periodically to ensure everyone is familiar with the proper procedure. Remember: people sometimes panic in an emergency. To be well prepared is to be confident in the outcome.

Horse Sense! Don't Forget to:

- Take pictures in advance of your horse's, side, back and front views.
- Make sure all immunizations and Coggins tests are up-to-date.
- Prepare a folder at least two days prior to possible evacuation with the most recent horse pictures, veterinarian records including all vaccination records, Coggins test results, registration and insurance papers. Folder should be put in a resealable plastic bag to ensure that records are not damaged. Place the folder in an area that can be accessed quickly in an emergency situation..

Packing for First Aid:

Have your site first aid kit ready at all times. This kit should include:

- Supply of all current usage medications, tranquilizers, and antibiotics (topical, systemic and ophthalmic).
- Material for bandages such as tape, gauze, pads, ointments, vet wrap, cotton, paper towels, gloves, and bandage scissors.
- Material for wound cleaning (Betadine or similar product).
- Bute tablets and paste and bottle of Banamine.
- Extra syringes and needles.
- Shampoo and sponge.
- Hemostat clamps.
- Horse neck cradle
- Trash bags.
- Rectal thermometer.
- Rubbing alcohol.
- Hydrogen peroxide.

General procedures FOUR DAYS prior to area evacuation:

- Gasoline tanks on all evacuation vehicles should be full
- All tires should be properly inflated, including spares
- All fluid levels (brake, battery, radiator, windshield washer, transmission) should be full
- All evacuation vehicles, including horse trailers, should have tire jacks in working order
- All vehicles and trailers should have working lights

Pack and load the following:

- Several flashlights with extra batteries
- NOAA weather radio and batteries
- Several cell phones with chargers
- Blankets (for both horses and people)
- Raincoats
- Extra halters and lead ropes
- Towels (cloth and paper)
- Several sharp knives
- Feed and water buckets

- Shipping boots or leg wraps
- Insect repellent
- Grooming supplies
- Hoof pick(s)
- Lunging rope
- Copy of feeding schedule
- Portable stall nameplates

Two days before area evacuation

- Load at least one to two week's supply of hay, grain, water, etc. as necessary for the horses
- Load a supply of water and food for people and any evacuating pets
- Load suitcases, important papers and first-aid kit
- Load the horses, pets and people

EVACUATE!

AFTER THE EVENT

- Send a couple of people (without horses) back to the site to assess any property damage
- Arrange for necessary repairs to stabling and fencing
- Remove debris from pasture area
- Make sure to have an uncontaminated source or supply of water and food for returning people, pets and horses
- Obtain necessary permission from local authorities/governmental agencies to return with the horses
- Bring the horses back only after the above steps are completed.